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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Training (O)

DATE: 8 Nov. 51

FROM

SUBJECT: Weekly Report - 1 November-8 November 51

1. [REDACTED] report, which has been requested by the Director of Training to serve as a supplement to the [REDACTED] study in order to implement some of the [REDACTED] suggestions, is being given its final touches. It should be ready for final presentation to the Director of Training by the middle of next week.

2. The Working Group on Employee Rating of the Career Service Committee has made a certain amount of progress this week. As the result of certain discussions initiated by the undersigned, the Working Group will now (a) consider ideas contained in the 7 August report rather than set aside that report as they had originally decided, and (b) will combine the Job Performance Report with the Agency Potential Report, which is is far more efficient and economic procedure.

3. Dr. [REDACTED] was given a further briefing on 7 November, and arrangements were made for him to talk with Dr. [REDACTED]

4. Mrs. [REDACTED] left the Staff on 7 November. She had been assigned for part-time work by Captain [REDACTED]. Her major contribution has been an editorial revision of a long manuscript written by the undersigned on [REDACTED] for agents in World War II. A certain amount of writing still needs to be done before this manuscript will be complete. Diagrams need to be prepared and a number of statements verified. It is expected, however, that the manuscript will be completed within about two months.

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